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**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section**

BWP/BIMA OPERATIONS MEMO

No.: 02-69
File: 1180
Date: 12/10/2002

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: High

SUBJECT: Child Day Care Manual Release - Corrected

EFFECTIVE DATE: Immediately

PURPOSE

This memo is to inform local agencies that administer the child care subsidy program of the release of Chapters 2 and 3 of the Child Day Care Manual as well as to describe future manual releases.

BACKGROUND

The Office of Child Care (OCC) has updated the Child Day Care Manual and released it through the OCC web site. OCC is working towards releasing all future manual releases similar to how the BWP Operations Memos are now released. This will require OCC to set up a subscription process in order for users of the Child Day Care Manual to subscribe to the manual so that they can receive the email alert when the manual is updated.

Until the capability to release the manual in this way has been obtained, an email will be sent to OCC's listing of child care coordinators and certifiers when there is a manual release. In addition to the email, each agency will also receive one paper copy of the manual release.

CHILD DAY CARE MANUAL RELEASE

OCC has released Chapters 2 and 3 of the Child Day Care Manual through the web on November 22, 2002. An email was sent to the child care coordinators and certifiers telling them that Chapters 2 and 3 are now available on the web along with the release memo that indicates the changes made to each chapter.

All four chapters of the Child Day Care Manual are now available on the Office of Child Care web site: <http://www.dwd.state.wi.us/dws/programs/childcare/wishares/manual.htm>

Now that the Child Day Care Manual is available on the web site, only one printed copy of the release of chapter 2 and 3 will be sent to each agency.

LINKS

Child Day Care Manual

<http://www.dwd.state.wi.us/dws/programs/childcare/wishares/manual.htm>

CONTACTS

BIMA CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.

